



State Surplus Disposal Guide

DOAS Customer Conference 2002

Savannah, Georgia



Georgia Department of Administrative Services
Support Services Division
Surplus & Supply

Phyllis A. Clayton, Operations Manager



Agenda

- Introductions
- Objectives
- Our Mission
- Why surplus property?
- Disposal Guide
 - Purpose
 - Contents
 - Access
 - How to declare state property as surplus
 - Disposal options



Objectives

- Disposing of surplus can be a smooth process
- Familiarize you with the disposal guide
- How to access the disposal guide
- Variety of disposal options
- DOAS is here to assist you



Surplus' Mission

To ensure fair and appropriate redistribution and disposal of State and Federal personal property to state and local government agencies, as well as eligible non-profit organizations.



What is State Surplus Personal Property?

State surplus personal property is defined as any item that is non-consumable and non-expendable which is no longer needed by the owning agency.



Why Surplus Property?

- Stewards of tax payers' dollars spent
- Provides documentation of disposal
- Extends the life of the property
- Saves money



Disposal Guide

- Published to assist state agencies in all surplus personal property matters
- Consist of :
 - Procedures for on-site disposal methods
 - Procedures for receiving/turning-in property to the distribution centers
 - Procedures for completing Transfer Form and Invoice
 - Forms
 - Glossary
 - Contacts



How to Access the Disposal Guide

- www.doas.state.ga.us
- Contact Distribution Centers
 - Atlanta
 - Swainsboro
 - Americus
- Contact Disposal Officers
- Available in the back of the room



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Disposal Guide on the Web

The GEORGIA
Department of Administrative Services

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Home

- ▶ **About DOAS**
- ▶ **Customer Service**
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- ▶ **Risk Management**
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- ▶ **Surplus Property**
- ▶ **Supply Services**
- ▶ **Governor's Small Business Center**
- ▶ **Rapid Copy**
- ▶ **Mail and Courier**
- ▶ **Employment**

Business solutions for government . . .

Featured Links:

- [2002 DOAS Customer Conference](#)
- [2002 Business Forum](#)

Welcome to the Georgia Department of Administrative Services Web site. We are pleased that you have taken an interest in our department and urge you to browse the site to learn more about our organization and the products and services we offer.

If you are a vendor, the Procurement and Governor's Small Business Center links on the left-hand side of your screen will provide you with important information.

Please note that on July 1, 2001, a significant change occurred, when our Information Technology operations transferred to the Georgia Technology Authority (GTA). You can contact the GTA at 404-463-2300 or visit their Web site at ganet.org/gta.

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DOAS

Map Montage



Disposal Guide on the Web

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Surplus Property

The **GEORGIA** Department of Administrative Services

- Sitemap
- Search
- Contact Us
- Publications & Forms

Georgia Department of Administrative Services

SURPLUS PROGRAM	PROPERTY DISPOSAL	PUBLIC AUCTIONS
ELIGIBILITY	SEARCH	CONTACT US
		HOME

Surplus Property

*Welcome to the State of Georgia's
Surplus Property Program.*

Georgia Department of Administrative Services
Surplus Property



Disposal Guide on the Web

The screenshot shows a web browser window displaying the Georgia Department of Administrative Services website. The browser's address bar and toolbar are visible at the top. The website has a dark blue header with the Georgia seal on the left and navigation links on the right: Sitemap, Search, Contact Us, and Publications & Forms. The main content area has a white background. At the top of this area is the text 'Georgia Department of Administrative Services' followed by a navigation bar with three main sections: 'SURPLUS PROGRAM', 'PROPERTY DISPOSAL', and 'PUBLIC AUCTIONS'. Each section has a sub-link: 'ELIGIBILITY' for Surplus Program, 'SEARCH' for Property Disposal, and 'CONTACT US' for Public Auctions. A red arrow points from the 'PROPERTY DISPOSAL' link to the 'SEARCH' sub-link. Below the navigation bar is the heading 'Property Disposal' in large red font. Underneath is a photograph of a white pickup truck with a red tractor attachment, with two people standing nearby. Below the photo is a paragraph of text explaining the surplus disposal process.

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Home
Surplus Property

Georgia Department of Administrative Services

SURPLUS PROGRAM	PROPERTY DISPOSAL	PUBLIC AUCTIONS
ELIGIBILITY	SEARCH	CONTACT US

Surplus Property

Property Disposal



Surplus is also responsible for helping state agencies transfer, sell, or otherwise dispose of unneeded property. Staff members are available to assist state agency coordinators with various disposal methods, which include convenient, onsite disposal. Detailed information is contained in the Surplus Disposal Guide, which includes instructions, definitions, and procedures. Please review the eligibility requirements to determine if your agency or organization qualifies to receive property through this program.



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[State Property Available For Transfer](#)

[On-Line Property Disposal Guide](#)

[Downloadable Property Disposal Guide](#)

[Surplus Program](#) | [Property Disposal](#) | [Public Auctions](#) | [Eligibility](#) | [Search](#) | [Contact Us](#) | [Home](#)



Overview of the Disposal Guide

- How to Declare State Property as Surplus
- Disposal Options
 - On-site Disposal
 - Direct Transfers
 - Sealed Bids
 - Telephone Bids
 - Destruction
 - Valueless Property
 - Internet Sales
 - Turn-in to Distribution Center
 - Public Auctions



How to Declare State Property as Surplus

- Agency Responsibilities
 - Coordinator makes the declaration
 - Prepares Transfer Form
 - Some agency programs are funded
 - Signatures
 - Contact Surplus Property
 - Disposal Officer determines if visit is needed
 - Fax form to appropriate center



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What is On-site Disposal?

- Disposal of property at it's present location
- Virtual Warehousing

Note: Prior approval from Surplus is required on all on-site disposal methods.



Benefits of On-site Disposal

- Saves Time
- Reduces Manpower Costs
- Reduces Transportation Costs



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On-site Disposal

- Direct Transfers
 - Checklist for Receiving Transaction Authority
 - Complete transfer document
 - Eligibility of transferee
 - Authority to sign transfer document
 - Handling payments
 - Government PO's
 - Certified Funds
 - Visa and Mastercard

Note: Prior to vehicle acquisition, State agencies contact Office of Fleet Management at (404) 656-7010 for approval.



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On-site Disposal Sealed Bids

- Current fair market value of \$5,000 or more
- Legal notification in local paper
- Log, stamp, seal (tape), and initial bids when received
- Kept secure until opening day



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On-site Disposal Telephone Bids

- Current fair market value of less than \$5,000
- Contact minimum of four bidders
- Include two small or minority businesses
- Provide each bidder same information



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On-site Disposal Destruction

- Disposal of valueless property
- Affidavit of Destruction
- Burning
- Destroying with an instrument
- Requires a witness



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On-site Disposal Valueless Property

- Scrap Computer Contract (GSAN, Inc.)
 - Accumulation of 50 pieces or more
 - Contact GSAN for pick-up
 - Transaction number is the contract number
- Battery Contract (Voltex Batteries, Inc.)
 - Accumulation of 50 or more
 - Contact Voltex for pick-up
 - Transaction number is the contract number



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Internet Sales

- Dispose of specialized items (barge, satellite dish and tower, amphibious long reach excavator, and concrete barriers)
 - Funded Program
 - Maximize Return



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Turn-in to Distribution Center

- On-site disposal methods are not feasible
- Vehicles
- Heavy equipment
- Agencies' need
 - Time
 - Space



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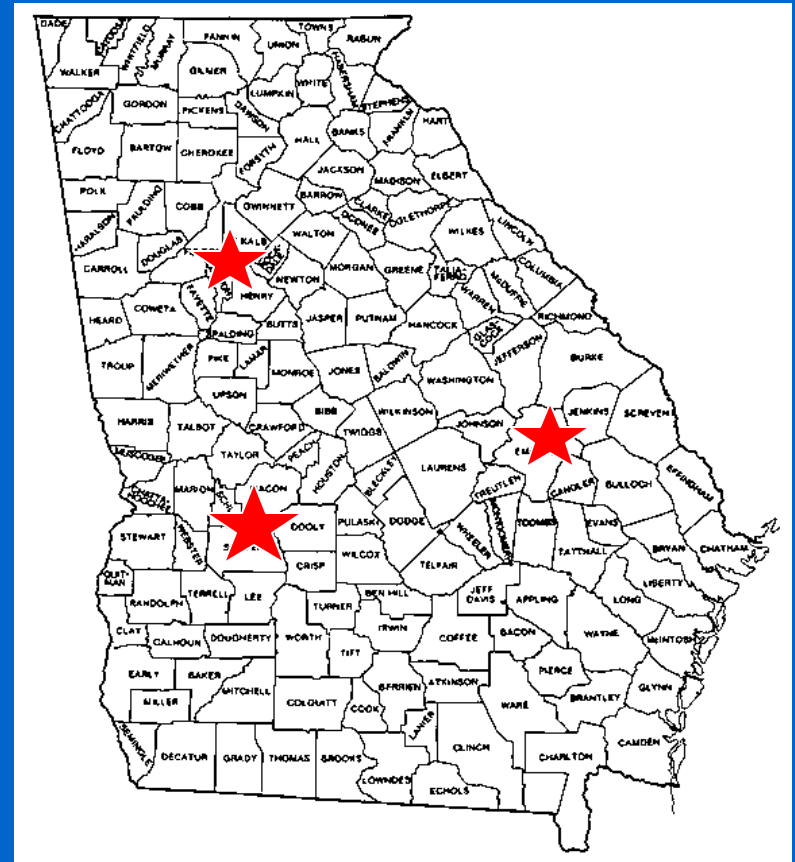
Public Auctions

- Final step used to dispose of surplus if it has not been redistributed within a set period of time
 - Held at all center locations
 - Historically held quarterly



Surplus Redistribution Centers

- 3 Distribution Centers
 - Americus
 - Atlanta
 - Swainsboro





Acquiring Property From the Centers

- Utilizing the Centers
 - Authorized selectors
 - Payment
 - Government PO#
 - Certified Funds
 - Visa and Mastercard
 - Transportation of property

Note: Prior to vehicle acquisition, State agencies contact the Office of Fleet Management at (404) 656-7010 for approval.



Special Services

- “Want” List
- Federal Disposal System (FEDS)
- Long and Short Term Storage
- Internet Sales
- Disposal
 - Scrap Metal
 - Memorandum of Understanding
- Paper Sales



Distribution Center Contacts

- Surplus Center Americus
1535 Southerfield Rd.
Americus, GA 31709
(229) 931- 2407
Gary Parker
gparker@doas.ga.gov
- Surplus Center Swainsboro
713 Kite Rd.
Swainsboro, GA 30401
(478) 289-2623
June Jones
jcjones@doas.ga.gov
- Surplus Center Atlanta
1050 Murphy Avenue
Atlanta, GA 30310
(404) 756-4801
Steve Ekin
sekin@doas.ga.gov

WEB Address:
www.doas.state.ga.us



Supply Contact

Supply

1050 Murphy Avenue, Bldg. 12
Atlanta, GA 30310

Phone: (404) 756-4853
(800) 869-1012

Fax: (404) 756-4845

Web: www.centraalsupply.peachhost.com



Administration Contacts

Administration

1050 Murphy Avenue, Bldg. 12

Atlanta, GA 30310

Phone: (404) 756-4801

Fax: (404) 756-4845

Darrell Lester, Administrator

Phyllis Clayton, Operations Manager

Eligibility

On-site Disposal

Billing

Utilization



Questions?

